

From: Customer Support New Jersey <[REDACTED]>

To: "[REDACTED]" >

Subject: Room and Board delivery to your building-Certificate of Insurance instructions

Date: Sat, 19 Jan 2013 16:28:04 +0000

Thank you for shopping Room & Board.

To help facilitate a smooth delivery to your address, please determine if your building requires a Certificate of Insurance for deliveries. Since every certificate is specific to the building requesting it, we do not carry a generic form that we can send.

Please have your building management send us the following details in order to complete the Certificate of Insurance. We ask that we receive this information no later than 48 hours prior to your delivery date.

- Include your name and sales order #1736416
- The contact information for the building management, include name as well as a fax # or email address that the Certificate should be sent to once completed.
- A sample certificate if available, if not available we will need the following: Name and address of the Certificate Holder and any additional insured parties.

The information can be sent to either fax number [REDACTED] or Email:
[REDACTED]

We appreciate your assistance in this process.